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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURE MANUAL

8.17.1 Procedure for Documenting and Acknowledging Changes to AC Power Systems for Collider Accelerators

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Hand Processed Changes

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Approved: *Signature on File* _____
 Collider-Accelerator Department Chairman Date

R. Karol

8.17.1 Procedure for Documenting and Acknowledging Changes to AC Power Systems for Collider Accelerators

1. Purpose

To provide instructions to the Power Distribution Group to document and inform appropriate safety and operations personnel to changes to the ac power system for the Collider Accelerators, so that safety lockout and tagout procedures can be reviewed and updated to assure personnel safety.

2. Responsibilities

- 2.1 It is the responsibility of the Power Distribution Group Engineers to determine the necessary changes to the ac power system, and direct the designers to revise the appropriate one line diagrams and review them before work is to begin.
- 2.2 It is the responsibility of the designers to revise the drawings as required, obtain the engineer's approval, and then obtain acknowledgement of the changes from the Power Distribution Group Leader, the Head of Operations, and the ESHQ Division Head, or designee, after departmental review and prior to implementing the work.

3. Prerequisites

None

4. Precautions

Drawings must be prepared, reviewed and acknowledged, to assure that all safety procedures have not been compromised before ac power systems are changed. Appropriate notification to operators as well as personnel who normally operate or maintain affected equipment, must be accomplished so that individual's safety is not compromised.

5. Procedure

- 5.1 Upon reviewing an Engineering Change Notice (ECN) or initiating an ECN to the ac power system, the Power Distribution Group member shall obtain approval from Power Distribution Group Leader.
- 5.2 The appropriate one line diagram shall be revised or marked in red reflecting the change.

- 5.3 Power Distribution Group Leader will sign the ECN and obtain the necessary approvals per [C-A-OPM 13.6.2, "Configuration Management"](#).
- 5.4 Depending on the type of work to be performed, the Power Distribution Group Leader, or designee, shall notify the MCR Group Leader, and ESHQ Division Head, or designee, no less than one day before work is to be done.
- 5.5 After work is completed, the drawing will be revised, via and ECN to reflect the final "as-built" condition.
- 5.6 Drawing distribution will be per direction of the Power Distribution Group Leader.

6. Documentation

Revised and signed one line diagram of ac power system.

7. References

- 7.1 [C-A-OPM 13.6.2 "Configuration Management"](#).

8. Attachments

None